

**CITY OF MILPITAS**  
Effective: June 1985  
Revised: 12/04  
EEOC: Official/Admin  
FLSA: Exempt  
Unit: Unrepresented  
Physical: 1

## **CITY ENGINEER**

### **DEFINITION**

To plan, supervise, and coordinate the engineering activities of the City, including land development, traffic, design, utilities, and public works inspection; and to provide professional and technical staff assistance.

### **DISTINGUISHING CHARACTERISTICS**

- Receives general direction from the City Manager.
- Exercises direct and indirect supervision over professional and technical positions.

### **EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

- Plan, supervise, and coordinate the functions of the Engineering Division, including the areas of land development, traffic, design, utilities, solid waste, and inspection.
- Participate in the development and implementation of goals, objectives, policies, procedures, and priorities relative to engineering.
- Supervise, coordinate, and review all engineering activities.
- Resolve work problems and interpret administrative policies for subordinates, other departments, and the public.
- Determine scope of engineering projects, review plans of private contractors, make technical engineering decisions, and establish technical criteria and standards.
- Review and approve engineering drawings.
- Represent the Engineering Division at City Council and Planning Commission meetings.
- Prepare and present engineering recommendations to the Planning Commission and City Council after considering alternatives, advisability, and conformance of proposals with applicable codes, rules, regulations, and the law.
- Propose and review developer conditions; negotiate development conditions; meet and discuss City requirements with developers, contractors, and engineers.

- Attend applicable meetings as assigned; serve as staff to a variety of special boards and commissions involving both the City and other outside agencies.
- Oversee and participate in the preparation and administration of the capital improvement program.
- Prepare and administer the division budget; authorize all requisitions and payments within the division.
- Prepare a variety of reports, correspondence and special studies.
- Respond to complex citizen inquiries and complaints.
- Manage, supervise, train, and evaluate assigned staff.
- Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

Principles and practices of civil engineering and administration, as applied to the design and construction of public works facilities and projects.

City policies and procedures governing engineering operations.

Applicable Federal, State and local laws, rules, and regulations related to engineering and the development and construction of public works.

Methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to street, water, sanitary sewer, storm sewer, traffic signals, lighting, and landscaping systems.

Recent developments, current literature, and sources of information regarding civil engineering.

Principles and practices of modern office management.

Principles of organization, administration, budget and personnel management.

### **Ability to:**

Make complex engineering calculations and to prepare engineering plans and specifications.

Plan, organize, direct, and review the work of professional and subprofessional engineering personnel.

Draft contract documents.

Establish and maintain positive and effective working relationships with developers, contractors, engineers, City staff, and the general public.

Supervise the preparation of engineering records and prepare comprehensive technical reports.

Communicate effectively, both orally and in writing.

### **EXPERIENCE AND EDUCATION**

#### **Experience:**

Five years of increasingly responsible and varied professional civil engineering experience involving the design and construction of a variety of public works projects, including three years in a supervisory capacity over professional and technical engineering staff.

#### **Education:**

A Bachelor of Science degree in civil or structural engineering from an accredited college or university.

#### **License or Certificate**

Possess and maintain a current certificate of registration as a professional civil engineer in the State of California.

Possess and maintain an appropriate, valid California Driver's License.

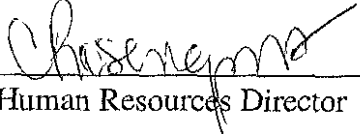
### **SPECIAL REQUIREMENTS** - Essential duties require the following physical abilities and work environment:

Typically, work is performed in an office environment and at construction sites; exposure to outdoor elements; extensive use of the telephone and radio; repetitive keyboarding on a computer; ability to walk on uneven ground; sit for extended periods; maintain concentration and focus for extended periods; drive daily to various locations within and outside the City of Milpitas; ability to work safely in a hard-hat construction zone; some exposure to construction-related chemicals and products.

Approved by:

  
City Manager

12-8-04  
Date

  
Human Resources Director